

Date of Meeting:	June 12, 2008
Called to Order - Adjourned :	4:10 6:05
Location :	YSC 202
Type of Meeting :	Status
Present :	John Prior ; Pam Schaffer ; Rebecca Johansson ; Eileene Chappelle ; Pam Bonsu
Minutes completed by :	Rebecca Johansson

Agenda Item #	MINUTES OF MEETING	Action	
		by	Due Date

1.	Minutes from 21May08 meeting were approved with 0 corrections.		
2.	Welcome & Introductions Circulated list for roster and coordinates.		
3.	Review of Agenda		
4.	Review of Team Charter 4.1 Review of SOH Retreat – as a background for our charter and how we’re to operate. 4.2 Committee Rules of Operation – We take data from national evaluation and the SOH program and should perhaps look toward the System Change Work Team as the implementation arm. We will follow the same rules of operation as the Governing Board does, as documented in January 2008. 4.3 Roles & Responsibilities This team is a requirement of the grant and the agency. The original charter, as approved by the Governing Board was: “The CQI Team’s main task will be to help develop a CQI plan for the project and monitor its application. This plan will describe the process variables that will be tracked and reported on that will help to monitor the implementation of the project. The plan will also describe how the reports will be shared and the feedback to be considered in improvement of the service delivery, fidelity to the implementation plan, comparative benchmarking, and attention to the goals of the project. Over the next year data results may be more likely to contribute to policy development with the help of this Team.” Other responsibilities may include: 4.3.1 Our job is to verify the model and measure various improvements or changes. 4.3.2 Gather data from national evaluation and program 4.3.3 Aggregate and trend data especially toward the goal of the program 4.3.4 Reporting. May need to examine issue by issue to whom we report. For example, policy may be a board level report, but for the program, or a procedural issue report to director. May want to develop findings and trends for the GB. 4.3.5 Recommend improvements to the program and system changes to the Systems Change Team. Or, any area of the SOH, as the CQIT thinks appropriate. 4.4 Assignment of Scribe – RJ will scribe live.		

5	<p>Research for Model CQI Plans</p> <p>Linda Courtney was supposed to do some research, does have one contact. John will call point of contact Carolyn Lichtenstein.</p>		
6	<p>Development of the Systems of Hope CQI Plan</p> <p>6.1 Review of current Logic Model – it was noted that the logic model is due for a review and possible modification. CQIT will form a work team to study the logic model and advise change strategy. Proposed Demori Driver; Rebecca, Raquel; Pam Schaffer.</p> <p>6.2 Review of National Evaluation Data – Not able to do this today. Let's put more time on agenda next meeting.</p> <p>6.3 Review of current SOH Policies and Procedures – still in progress. Jackie and Pam are working on the wrap around team section and Janis has it for review. Dropped MHMRA forms and are tweaking others.</p> <p>6.4 Possible Table of Contents for Plan</p> <p>6.4.1 Needs to include an information flowchart.</p> <p>6.4.2 John will make a first draft of a table of contents</p> <p>6.4.3 We review the tables "What is Being Measured" as a basis for the Table of Contents for the CQI Plan</p> <p>6.4.3 We'll assume our CQI Plan is dynamic.</p>		
7	<p>Records Review at SOH</p> <p>A records review was recently conducted and some improvements identified. It was determined infrastructure is still immature and not ready to lend itself to looking at trends or patterns.</p>		
8	<p>Action Planning</p> <p>8.1 Left over from last meeting: This team committed to facilitate a grievance process. Two members issued sample from other organizations, but no further action has occurred to date.</p> <p>8.2 Ask Raquel/Pam about access to ICN for the members of the CQIT.</p> <p>8.3 John will make contact with Carolyn to get a CQI Plan example as well as our TA (Rodolfo) contact.</p> <p>8.4 Pam will ask Raquel to organize the logic model work team.</p> <p>8.5 Get some clarity about how we're going to trend data and how we are going to highlight major changes to the model, such as before and after care teams were employed by MHMRA and when the system regionalized the care teams as well as when the system changed to Evolv (March 1) and when TRAC was instituted end of 2007. Ask evaluation team to advise us of changes to the program that could be influencing results.</p>	<p>Pam John</p>	<p>By next meeting</p>
	<p>Next meeting: 10 July 2008; 4:00 – 6:00; YSC Room 204</p>		